

April 15, 2005

Dear Montana School Principal:

As you may know, the Team Nutrition Program is the nutrition education component for the School Nutrition Programs and is available to assist schools with efforts to improve the school nutrition environment. Team Nutrition is currently in the process of developing training and technical assistance materials to help schools meet new federal requirements regarding school wellness issues. We need input in order to best meet Montana schools' needs. Please take a few minutes to help us by completing the enclosed questionnaire.

We appreciate the value of your time and all that you do for young people in Montana. As an incentive for completing the survey, we are offering a chance to win a cash prize for your school. All responses received by May 9, 2005 will be entered into a drawing for a \$100.00 cash award to the school or parent group.

If you are an administrator for more than one school, please indicate what school levels you oversee. We will use results from this state-wide survey to: 1) find out current school needs, 2) determine the effectiveness of previous training/technical assistance and 3) identify model schools in the state. Model schools are those that have implemented strategies to create a healthier school environment.

**Please return your completed survey in the enclosed postage-paid envelope to Montana State University by May 9, 2005.** All of your survey responses are confidential and will be reported to the public in group form only. Surveys are labeled so that we can send you a reminder if we don't hear from you by May 9th. The identification label will also enable us to talk more with those schools that have taken steps to improve nutrition or physical activity practices, if they are interested in doing so. Only after permission is granted from model schools will any information on the school's policies or procedures be shared with others. The School Food Authority Manager/Director for your school district will receive a similar survey about nutrition policies and procedures at the district level.

If you have any questions about the survey, please contact Katie Bark at (406) 994-5641 or [kbark@mt.gov](mailto:kbark@mt.gov). Thank you for your time and effort in completing this survey. We truly appreciate your participation.

Sincerely,

Katie Bark, RD LN

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